

To:

Sub:- invitation of tenders for maintenance of Transformers

TERMS & CONDITIONS

Sealed tenders are invited by M/s Aeronautical Development Agency for the
**“PREVENTIVE MAINTENANCE OF 500 KVA & 750 KVA TRANSFORMER AS UNDER FROM REPUTED
AND EXPERIENCE CONTRACTOR:-**

a). FILTERATION & TESTING OF TRANSFORMER OIL OF 500 KVA & 750 KVA TRANSFORMERS

**b). SERVICING TESTING AND CALIBRATION OF PROTECTIVE RELAYS OF VACUUM CIRCUIT
BREAKER /AIR CIRCUIT BREAKER IN HT / LT INSTALLATION AT ADA. HQ. COMPLEX.”**

2. Quotation should be addressed to “AD (A & L), ADA” and should be submitted on or before **04:00 PM on 20.03.2018.**
3. Tenders not properly filled, mutilated with incorrect calculation or generally not complying with the conditions will be rejected.
4. The Envelope Shall be Super scribed With the Enquiry Number & Due Date for Submission and ensure to reach our office within the due date and time. The quotation, would be supported by vendors “Letter Head” with full details of address, phone/fax No. , GST Registration No., Mail ID etc., which is mandatory.
5. Tenderers should quote their prices and rates both in figures and in words. No blank spaces are left. All erasures and corrections made while filling up the tender shall be initialed.
6. The tender shall remain open for acceptance for a period of 90 days from the date of opening of the tender.
7. Every tenderer is expected to inspect the site of the proposed work before quoting. The responsibility of satisfactory servicing & completion of the work and smooth functioning of the system shall rest solely with the contractor.
8. Prices quoted shall include all, duties, taxes leviable by the central and state governments and other statutory bodies. The rates quoted will be treated as all-inclusive and no further claims what so ever will be entertained in this respect.

9. Contractor Capabilities: The tenderer shall bring out specifically in the tender the setup available in Bangalore, for the execution of such projects and for rendering effective service.. He shall bring out the list of similar installations maintained. And similar works executed by the contractor in the last two years . Copies GST Registration, PAN, Registration under shops and Establishments Act or any other Act of the central/state government and Registration as a licensed electrical contractor etc may be enclosed with the tenders.
10. Service Facility: The contractor must have full fledged regular service and maintenance center at Bangalore with service engineers, skilled technicians, tools, adequate spares etc, to provide immediate and uninterrupted service to the clients. The contractor shall ensure that the security regulations of the employer are strictly enforced.
11. First Aid: The contractor shall be responsible for all first aid and he shall keep the site fully equipped with requisite medical amenities.
12. Contractor, staff and labour shall strictly follow the factory regulation in existence. This is for the purpose of entry of labor and material, working condition, hour of working etc.
13. The contractor will be expected to employ skilled employees with experience for that particular work.

Payments terms:-

14. Full payment shall be made through ECS only within 30 days of completion/acceptances and handing over of the entire work. The contractors shall submit the bill in triplicate duly pre-receipted. The quantity mentioned is approximate and measurement shall be jointly recorded based on actual quantity executed at site wherever required. After the work is handed over an endorsement shall be obtained from the user. Payment shall be made for actual quantity of work executed at site.
15. The entire work, as specified in the scope of work shall be completed within **FOUR WEEKS** from the date of handing over site. During this period no escalation or revision in rates shall be accepted. Kindly arrange to execute the said work in co-ordination with Jr. Manager (Maint) or his representative. The site shall be cleared and handed over in spic and span condition. The working hours of ADA is 08.30 AM to 05.00 PM (except SUNDAYS & HOLIDAYS).
16. The transformer oil supplied for topping up the transformer should be in original sealed company packing. All the materials brought to site should be with proper delivery Challan which should be enclosed to the bill duly sealed by the security department of ADA. Any excess materials brought to site, if taken out of ADA should be with proper out pass from the coordinator of the work and copy of which duly sealed by security enclosed to the bill.
17. The spares replaced shall be guaranteed / warranted for a period of **ONE YEAR** from the date of successful commissioning, handing over, during this period any defects noticed in terms of workmanship/materials used, during the guarantee/warranty period shall be made good/repaired/rectified by you at your cost. You shall furnish a satisfactory completion certificate and Guarantee Certificate to that effect along with the final bill.
18. The contractor shall ensure safe working condition for the workmen and should adhere to all the safety requirements. Necessary safety belts / helmets / gumboots shall be used while carrying out the work at heights. Any loss/damage caused to the property of ADA by the contractors workmen during the course of execution of the work shall be made good by the contractor at his own cost and to the entire satisfaction of the Jr. Manager (Maint) or his representative.

- 19.The contractor shall be solely liable for accident/injury that may happen to any of the personnel engaged by him or his sub contractor in connection with the contract work. ADA shall not be liable for any damage or compensations in respect of or in consequence of any accident or injury to any personnel in the employment of the contractor or his sub contractor and the contractor shall indemnify ADA from compensation and proceedings. The contractor or his sub-contractor shall forthwith report to ADA all cases of accident to any of their personal/workmen and shall make every arrangement to render all possible assistance and aid to the victim of the accident.
- 20.The contractor shall, during the progress of work employ qualified and experienced engineers/supervisor at site for executing the said work. Any decision, instruction, authorization or approval given by ADA to such contractor's supervisor shall be deemed to have been given to the contractor.
- 21.The contractor shall ensure that no personnel of doubtful character antecedents will be employed by him and the contractor shall follow all the security norms of ADA and willing to accept the security checks by the security personnel of ADA. **Your representative/ Supervisor/Workers/ Technicians should carry Original Identity Card issued by the company and produce the same to our Security staff for obtaining Visitor Pass/Token.** The contractor shall ensure that the contractor's workmen shall not enter any other places in ADA and should restrict themselves to their work area. Any person employed by you shall not be found alcoholic while working inside ADA. ADA shall reserve the right of asking the contractor to expel any person from the work spot and deny entry due to security reasons. The contractor shall carry out the said work at ADA premises for which he shall provide all tools, equipment's, waste, etc and any other items required for executing the work. He shall also be responsible for the safe custody of his belongings/stores while working in ADA.
- 22.Disputes, if any, arising out of this contract shall be subject to the jurisdiction of courts of law at Bangalore. All other general conditions and instructions for quotation of the tender documents shall be applicable to the contract.
- 23.If any difference of opinion or dispute would arise between ADA and the contractor in connection with implementation of this contract, both shall mutually discuss to arrive at an amicable solution. Failing an amicable solution, dispute arising in this connection shall be finally settled under the Arbitration and Conciliation Act 1996. The proceedings would be conducted in Bangalore by an Arbitrate to be appointed by the D(A & HR) and the award pronounced by the said Arbitrator would not be open to challenge and is final.

Yours faithfully,

**G.Nagabhushana
Jr.Manager(E&M)**

THE DETAILS OF CIRCUIT BREAKERS AS UNDER:

SI #	DESCRIPTION	QTY	UNIT/RATE	AMOUNT
1.	HT 11 KV Vacuum Circuit Breaker (VCB) of 400 A and 630 A capacity of Crompton Greaves make, type 12 VE 12 & 12 V 20	4 nos.		
2.	11 KV / 500 Volts LT Air Circuit Breaker (ACB) of 800 A capacity of L & T make.	21 nos.		
3.	Series Trip Relay	05 nos.		
4.	Thermal Electro Magnetic Relay	12 nos.		
5.	Replacement of Defective parts, if required for the above Breakers	Extra as per actual		
6.	Total Rs.			
7.	GST.....%			
	Net Total Rs.			

Rupees in Words: (.....)

Note:

1. The entire work shall be carried out as per IS 3072 code of practice.
2. All the calibration kits and tools required for this servicing will be arranged by you.
3. Damaged fasteners / hardware spares like bolts & nuts, plain washers, springs washers, springs, locking clips, U clip, split pin, circlips, dowl pins, taper pins etc., will be replaced by you, it is the part of the contract.
4. Preventive Maintenance / Servicing Certification is subject to acceptance by our Maintenance Dept.
5. The servicing work shall be taken up in stages as and when it is offered by us.
6. L1 quote will be determined with reference to the lowest quote for Annexure I & II together.

**SIGNATURE OF THE CONTRACTOR
WITH SEAL & DATE**

ANNEXURE -II

DETAILED SCOPE OF WORK

SL #	DESCRIPTION	QTY	UNIT/RATE	AMOUNT
1.	Filtration of transformer oil of 1 No.500 KVA & 1 No.750 KVA transformers by using mobile filtration plant & testing equipment, etc., complete. a. 500 KVA – 490 ltrs b. 750 KVA – 720 ltrs	1210 Ltrs		
2.	Conducting Acidity test & Break down voltage test of the transformer oil at the beginning and end of filtration by suitable drawing samples BDV – 6 sample Acidity – 3 sample	09 samples		
3.	Supply and topping up of fresh transformer oil for 500 KVA & 2 Nos. 750 KVA transformer.	200 Ltrs.		
4.	Supply and filling of new silicagel in the breathers of 500 KVA & 750 KVA transformers.	2 Nos.		
5.	Replacement of defective 500 KVA Transformer HT< side Bushes and arresting leakage by using neoprene gasket etc..Complete in all respect.	07 Nos		
6.	Total Rs:			
7.	GST.....%			
	Net Total Rs.			

Rupees in Words : (.....)

**SIGNATURE OF THE CONTRACTOR
WITH SEAL & DATE**